FLOOD RELIEF
Assigning President's Aid Costing Allocation

Role: Student Employment Partner

The Cost Allocations for student workers with President's Student Aid (PSA) funding must be populated with two types of costing allocations in order for the student's earnings to charge the special funding accounts. However, please note that a user cannot perform multiple level updates in a single transaction. You cannot enter the President's Student Aid Program Account Number and the Department Account Number in the same transaction. Costing Allocations can be seen from the student's personal profile in the Compensation Tab. Changes to any type of Costing Allocation can be made through Maintain Costing Allocation BP. See below for a quick table outlining the two required types of costing allocations and guidelines over who and when they can be added and what the costing allocation is used for.

<table>
<thead>
<tr>
<th>Costing Allocation</th>
<th>Costing Allocation Level</th>
<th>Role</th>
<th>When to Add</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Account</td>
<td>Worker - Position Level</td>
<td>Cost Center Manager</td>
<td>Create Job Req Hire</td>
<td>To pay for any overages</td>
</tr>
<tr>
<td>PSA Program Account Number</td>
<td>Worker - Position - Earning</td>
<td>Change Job</td>
<td>after the PSA funding has depleted</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Employment Partner/Cost Center Manager</td>
<td>As a stand-alone step through Maintain Costing Allocation BP</td>
<td>To charge the student's PSA fund</td>
<td></td>
</tr>
</tbody>
</table>

**President's Student Aid Costing Allocation Job Aid**

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).

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**Quickstart**

**Role: Student Employment Partner, HR Analyst, & Academic Partner**

QuickStart is To-Do step within the Hire Worker business process that CANNOT be skipped, even if you know that the new hire already has a LSUID and PAWS ID. This applies when hiring any type of employee including student workers and graduate assistants. You must enter the new hire’s social security number and create or verify the LSU ID (89#) and PAWS ID. By verifying or creating this information in QuickStart, the new or existing LSU ID is fed into Workday and this information is required for the onboarding process to work correctly.

**Quickstart Job Aid**

Please submit a Service Now ticket for assistance - [www.lsu.edu/servicenow](http://www.lsu.edu/servicenow).

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**Duplicate Employee Records**

**Role: Student Employment Partner & HR Analyst**

Duplicate entries have a major impact on Payroll. Additionally, it results in double work. Therefore, please use these resources to determine if your new hire already has a job:

- Enter the student or new employee's name in the Search field. If nothing appears, click All of Workday. If the new hire shows up as a Pre-Hire, you must confirm that they are not working in another department to determine what transaction to initiate.
- Use the Worker - All Jobs Report to confirm and determine where your student or new employee already has a position(s).
- If they do and you are employing them as a student worker, then you can initiate Add an Additional Job OR if one of the positions should be in your supervisory organization, you must work with the HR Analyst of the position's current supervisory organization to initiate a Move Worker business process to move the position into the correct supervisory organization.
If they do and you are employing them as a GA, please work with the Student Employment Partner of the position's current supervisory organization to initiate a Change Job with reason Student to GA conversion.

If they are not currently employed, but have a pre-hire, please hire the employee off the pre-hire in Workday. Once the Job Req/Position is created, navigate to your Organization, click on the Staffing tab, Click on the Related Action next to the open position, choose Hire, and Use Existing Pre-Hire. You may also follow the Hire Worker job aid; be sure to follow the instructions regarding a pre-hire in Step 4: If hiring a previous student, click the radio button next to Existing Pre-hire and then click the prompt icon and type in the student's name into the search area.

Please submit a Service Now ticket for assistance - www.lsu.edu/servicenow.

Importance of Payroll Deadlines

Payroll deadlines have a direct impact on when employee's will receive compensation for work performed. If forms are not submitted and released to payroll by the deadline date, the employee will not receive pay until the next payroll cycle. This holds true for all employment types. Payroll deadline dates can be found on the Payroll Schedules here.

For example, if a Faculty member is being paid a One Time Payment for work performed during the 15th of the month to the 14th of the following month, payroll will be paid on the Faculty members regular pay date, the 21st if forms are submitted correctly, with complete information and in a timely manner. If the One Time Payment is not submitted and released to payroll prior to the 14th, the Faculty member will not receive that payment on the 21st.

Please submit a Service Now ticket for assistance - www.lsu.edu/servicenow.

Academic Withheld Program (9 months paid over 12)

Faculty that currently participate in the 12 month academic withheld program will be returned to the 9 month academic pay schedule effective July 1. Faculty will need to take action to setup an additional bank account which can be used to distribute a portion of their pay check, effectively mimicking how the 12 month academic withheld program functioned. The only difference is that faculty will have direct control over how their pay check is distributed and access to their money.

Impacted faculty have been notified by email of the changes and action that needs to be taken. A direct mailing will be sent to their home address this summer, as well. Payroll has developed a convenient calculator (see Academic Withheld section) which will help faculty determine how much of their payroll should be saved to match their current academic withheld election.

Please submit a Service Now ticket for assistance - www.lsu.edu/servicenow.
2016/2017 Performance Year - Planning Documents

Planning for 2016/2017 is being conducted in Workday. All managers received a Workday Inbox message: A Task Awaits You: Set Review Content for Performance Review - LSU - Planning Session on August 1st that provided step-by-step instructions on how to complete the process. The Planning Session must be completed by September 30th.

Please submit a Service Now ticket for assistance - www.lsu.edu/servicenow.

HRM WELCOMES NEW STAFF MEMBERS

Lauren Foster, Recruiter

Please help us in welcoming our new Staffing Partner, Lauren Foster. Originally from Kansas City, MO, Lauren has been a resident of Baton Rouge for over 20 years. She received her undergraduate degree from LSU in textiles, apparel, and merchandising. She has held various positions throughout her career with her most recent as the store manager of BCBG MAX AZRIA. During her free time, she enjoys being outdoors and spending time with family and friends. Lauren can be reached at lfoster1@lsu.edu.

Courtney McDonald, Recruiting Coordinator

Courtney McDonald is our new recruiting analyst at LSU. Courtney is from Houma, LA, and graduated in 2015 from Nicholls State University with a Bachelor's in Management with a concentration in HR. Previously, she was an HR Coordinator for Houma's local newspaper office. She likes to shop, read, and go to the movies. In the future, she plans to get her MBA and SHRM-CP certification. Courtney can be reached at cmcdonald1@lsu.edu.

SEPTEMBER CALENDARS

All meetings will be held in 304 Thomas Boyd Hall unless otherwise noted.
September 6, 2016
10 a.m. - 2 p.m.
Reggie Wheeler
225-663-5506

September 7, 2016
10 a.m. - 2 p.m.
Cliff Lloyd
225-300-1528

September 13, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711

September 15, 2016
9 a.m. - 4 p.m.
Cameron Pettigrew
832-681-7413

September 20, 2016
10 a.m. - 2 p.m.
Mindy Lewis
225-201-1009

September 22, 2016
10 a.m. - 2 p.m.
Mike Sotile
225-766-8711
September 27, 2016
9 a.m. - 4 p.m.
Louis Bundy
504-648-4057

Payroll Calendar

- September 2 Student Payroll
- September 9 Wage Payroll
- September 16 Student Payroll
- September 23 Wage Payroll
- September 30 Student Payroll
- September 30 Salary Payroll

*Click here for the Payroll Deadline Dates*

Please Note: For Time Tracking - Time Entry Opened at 12:00 AM on Period Start Date. Time Entry Locked at 11:59 PM on Day Prior to Payroll Processing Date.

Benefits Calendar

September 6, 2016

There will be a special Express New Faculty Benefits Only Orientation from 2 pm - 4 pm in the Capital Chamber Room in the Student Union for those August 15th hires who cannot attend.

*Click here to enroll in this New Faculty Benefits Only Orientation*

September HRM Calendar